

STATE OF ILLINOIS :
COUNTY OF LIVINGSTON :
CITY OF FAIRBURY :

Ordinance No. 2022-15

AN ORDINANCE AMENDING CHAPTER 3
OF THE MUNICIPAL CODE OF THE CITY OF FAIRBURY OF 1982 IN
RELATION TO DUTIES OF CITY TREASURER

WHEREAS, the City of Fairbury adopted its Municipal Code Book in 1982, and

WHEREAS, Chapter 3 of the Municipal Code Book of the City of Fairbury pertains to City Administration, and

WHEREAS, payroll will no longer be outsourced and will begin being done in house, it is necessary to clarify such duty in regard to the City Treasurer;

NOW, THEREFORE, be it ordained by the City Council of the City of Fairbury, Livingston County, Illinois, that Chapter 3, Section .03 of the City of Fairbury Municipal Code of 1982 shall be amended to read as follows:

SECTION I

Chapter 3, Section .03, 7. FINANCIAL RESPONSIBILITIES IN DETAIL:

7. Financial Responsibilities in detail

- A. Responsible for main audit, IDOT audit and Work comp Audit. This would include any audits by the state for grants & revolving loans.
- B. Receive all monies paid into the City either directly or from other City officers and deposit in such legal depository as designated by the City Council at the start of the fiscal year.
- C. Pay out City funds from invoices and requests, initialed and coded with account numbers by Department Heads. A Board Report will be approved at each meeting. The Utility Billing Clerk will review the check copy backup as listed above and sign the checks. If the UB Clerk is unavailable one of the Check signers designated by the City Council at the start of the fiscal year will review and sign the checks with two signatures required.
- D. Maintain accurate records of deposits and expenditures through cash basis fund accounting on municipal software provided by the City. The Financial Statement will be approved monthly at the Council meeting. Records will show the financial condition of the City.
- E. Open checking/saving accounts when receiving money for grants, loans or bond issues per state or federal requirements or changing accounts - two signatures are required.
- F. Do the financial work involved with grants, revolving loans, loans, bonds and Motor Fuel accounts.
- G. Shall be responsible for processing city payroll**
- H. Act as HR and be representative for I.M.R.F., deferred compensation, health insurance and commercial insurance.
- I. Other areas of responsibility. Maintain the Firemen's checking account.

SECTION II

All ordinances or resolutions or parts thereof in conflict with the provisions of this ordinance are, to the extent of such conflict, hereby repealed.

This ordinance shall be effective after passage by the City Council of the City of Fairbury, Illinois, and its approval by the Mayor of the City of Fairbury, Illinois, and its publication in pamphlet form as required by law.

Passed by the City Council of the City of Fairbury, Illinois on December 21, 2022.

Ayes: 8 Nays: 0 Absent: 0

Approved by the Mayor of the City of Fairbury, Illinois on December 21, 2022.

(CITY SEAL)



Attest: [Signature]
City Clerk

[Signature]
Mayor